

BIOSECURITY / SECURITY CHECKLIST

For the Farmer/Owner

Farm Stand / Roadside Market

**Biosecurity and security are part of an all-hazards approach to
Agriculture Safety**

BE PREPARED

- Create a Biosecurity plan for your Farm Stand/Roadside Market operation, to be included with your Emergency Plan.
 - Utilize Cornell University's *Food Safety Begins on the Farm: A Grower Self Assessment of Food Safety Risks* (www.GAPs.cornell.edu) for additional information.
 - Utilize the FDA's *Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables* (<http://www.fda.gov>)
 - For assistance with this plan, contact the New Jersey Department of Agriculture – Division of Markets at 609-292-5575.

BE ALERT

- Talk with your county Emergency Management Coordinator. Let him/her know about your operation's needs and concerns if a disaster or an emergency were to occur. Learn about your county's disaster and emergency evacuation procedures and incorporate the following into your plan:
 - Understand the hazards/risks associated with your area.
 - Develop emergency evacuation plans for your operations.
 - Understand how to shelter-in-place.
 - Develop procedures to implement if there is a breach in security concerning your operations.
- Develop a list of important phone numbers, with contact names, such as the following: (keep at an on-site and off-site location)
 - Police / Fire / EMS: 9-1-1
 - Local Rutgers Cooperative Research and Extension Agent
 - County Emergency Management Coordinator
 - NJ Dept. of Agriculture – Division of Markets (609-292-5575)

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BE ALERT (continued)

- NJ Dept. of Agriculture – 24-hour number (609-292-8896)
- NJ Dept. of Health and Senior Services
- Emergency Notification List, including after hours numbers (e.g. owner, supervisors, workers, vendors, suppliers, etc.).

- Maintain awareness of the location of visitors and vendors.
 - Post signs to inform visitors and vendors of rules to follow while on your premises.
 - Monitor visits of people to your operations.
 - Don't allow visitors to wander.
 - Clearly mark areas and post "Employees Only" signs.
 - Avoid taking people to sensitive storage or work areas, unless appropriately supervised.

- Notify authorities of people taking unauthorized pictures or asking questions about operations, security, hazardous materials, etc.

- Watch for and report signs of tampering with equipment, food, hazardous materials, water, products, buildings and utilities.
 - Have written procedures on steps to take if you suspect or find evidence of contamination or tampering.
 - Prepare a recall plan to rapidly assess the scope of the problem, and to contain or recall products that have been sold or exposed.

- Watch for unusual signs that may indicate possible bioterrorism:
 - Unusually high number of unhealthy or dead plants.
 - Abnormal or unusual signs not typically seen for a particular disease.
 - Disease occurrence outside of its normal expected season.
 - Multiple outbreaks across different plant species.
 - Multiple cases of workers with a mysterious illness, rash, or other signs.
 - Both the owner/worker and plants are not healthy.

- Talk with your Extension Agent to become familiar with the signs of the various plant diseases/pests, recognize the signs of pesticide exposure, etc.

- Maintain situational awareness of on-going threats.

- Train employees to be alert, vigilant with their surroundings, and who to notify if they see suspicious activity.

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BE SECURE

- ❑ Limit access to and secure, entrances and sensitive areas, when not in use.
 - Limit access to your operations to a gated entrance and exit and keep locked when not open for business.
 - Secure and lock stand/market areas when not open for business.
 - Keep storage areas, refrigerators/freezers, and restricted areas locked when not in use.
- ❑ Limit access to the water/electrical supply, if applicable.
 - If feasible, secure them to prevent tampering.
- ❑ Install a security policy and security measures for deliveries.
 - Purchase from known, reputable firms or individuals.
 - Restrict deliveries to scheduled appointments and be present for acceptance.
 - Maintain accurate records of products.
- ❑ Maintain up-to-date inventories, especially on perishable products and hazardous materials. Investigate discrepancies immediately.
 - Keep invoices on file.
 - Watch for signs of theft and evidence of tampering.
 - ❑ Inspect storage areas routinely.
- ❑ Conduct pre-employment screening on all prospective employees.
- ❑ Keep vehicles and equipment locked and keys secured, when not in use.
 - Monitor vehicles for inappropriate contents or unauthorized/unusual activity.
- ❑ Maintain adequate lighting and security measures.
 - Note any repairs that need to be made and follow up to see that they are done.
- ❑ Restrict access to computers and sensitive documents.
- ❑ Protect computer data with virus protection.
- ❑ Shred sensitive documents before discarding.
- ❑ Train employees to be secure and notify you if they detect a breach in security.

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BE CLEAN

- ❑ Limit access to sensitive areas and enforce visitors/vendors to follow posted rules.
 - Do not take visitors to food preparation or storage areas, unless appropriately supervised.
- ❑ Keep chemicals and hazardous materials separate from consumable products.
- ❑ Follow sanitary practices to eliminate the spread of disease. This applies to people, as well as equipment.
 - Utilize clean outer garments and disposable food service gloves – change when dirty and/or before handling raw and then cooked foods.
- ❑ Provide hand-washing facilities.
 - Encourage hand washing with disinfectant soap, especially after using the restroom facilities, handling hazardous materials, etc.
- ❑ Train employees on common disease signs and patterns.
- ❑ Train employees to be clean and to notify you if they see discrepancies.

BE CURRENT

- ❑ Train employees on the biosecurity/emergency plans and the proper response. Practice emergency drills with your employees.
- ❑ Review and update your plan.
 - After each drill, if necessary.
 - Every year.

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NOTIFY/CALL

- ❑ If you suspect suspicious activity, call local law enforcement and 1-866-4-SAFE-NJ.
- ❑ If you notice unusual signs of disease or pests in agricultural products, notify the Local Rutgers Cooperative Research and Extension Agent and the New Jersey Department of Agriculture.
- ❑ If you notice workers and/or customers unexpectedly getting sick, notify the local health department and the New Jersey Department of Agriculture.
- ❑ Train employees to notify you if there are concerns/problems.
 - Train them on the proper response procedures.
 - If tampering/contamination are suspected, isolate the suspected food/product and remove customers/workers from the area.
 - Monitor food and facilities until authorities arrive.
- ❑ Train your employees on your plan and to Be Alert, Be Secure, Be Clean and Notify/Call.